

Nebraska State Accountability 2012 NeSA-Writing



**Grade 4 Paper/Pencil
Grades 8 & 11 Online
Test Administration Training
January 4-5, 2012**

Agenda

- Introductions: DRC & CAL Project Teams
- Testing Window & Other Key Dates
- General Guidelines
- Paper/Pencil Testing Procedures
- Online Testing Procedures
- Reporting
- Questions & Answers

DRC's Nebraska Project Team

Patricia Johnson, Program Director

John Born, Senior Project Manager

Rachel Lappe, Project Manager

Valerie Cook, Project Manager

Online Testing Partner

DRC partners with Computerized Assessments and Learning (CAL) to deliver the online versions of the NeSA tests.

Stacey Reasoner, Project Manager
Mark Kalusha, Software Developer



Customer Service

DRC's NeSA Customer Service

1-866-342-6280 Phone

1-763-268-2540 Fax

necustomerservice@datarecognitioncorp.com

8:00 a.m. – 5:00 p.m. CST

7:00 a.m. - 5:00 p.m. (January 16-February 17, 2012)

WebEx Rules of Engagement

- Submit questions as we go using Chat.
- During the Q & A period...
 - Use the Raise Hand button under the participant list to indicate you have a question.
 - The Host will un-mute your phone so you can ask your question.

2012 NeSA-Writing Training

Grades 4, 8 & 11

- January 4-5, 2012
2012 NeSA-Writing Test Administration Training
- April 9-10, 2012
2012 NeSA-Writing Reporting WebEx
- April 24, 2012
Standard Setting Process – Grades 8 & 11
- May 8, 2012
State Board Approves Cut Scores – Grades 8 & 11
- After May 8, 2012
2012 NeSA-W Reports Posted in eDIRECT

Testing Window



January 23-February 10, 2012

2012 Key Dates NeSA-Writing Grades 4, 8 & 11

Paper/Pencil & Online Test Administration Training	January 4-5
Paper/Pencil Test Materials Delivered to Districts	January 4
Management Tools and Test Session Online Tickets Available	January 4
Districts Distribute Materials to Schools	By January 6
Districts Train School Personnel	By January 11
Districts Return Signed Test Security Agreements to NDE	By January 23
Testing Window	January 23-February 10
Districts Return Paper/Pencil Test Materials to DRC	By February 15

General Guidelines (Paper/Pencil and Online)

- Grade 4 – Paper/Pencil Test
 - Must return a writing booklet for all grade 4 students enrolled in district.
- Grades 8 & 11 – Online Test
 - Students test primarily online.
 - Students with an IEP or 504 Plan that specifies the use of a paper/pencil test may take a paper/pencil test and must return a writing booklet.
 - Students responding in Spanish or another foreign language may take a paper/pencil test and must return a writing booklet.



NEW

General Guidelines

Scheduling the Test

- Grade 4 NeSA-Writing – Two sessions
 - Two days, 40 minutes each
- Paper/Pencil only
- Flexibility during the 3-week window
- Recommend scheduling early in the window
- Recommend avoiding Mondays and Fridays
- Make-ups required

General Guidelines

Scheduling the Test

- Grades 8 & 11 NeSA-Writing – One session
 - Not timed; doesn't generally exceed 90 minutes
- Online only except for students with IEP or 504 Plan that states use of paper/pencil test or students responding in Spanish or another foreign language
- Flexibility during the 3-week window
- Recommend scheduling early in the window
- Recommend avoiding Mondays and Fridays
- Make-ups required

NEW

General Guidelines

Accommodations for Grade 4

- Large Print and Spanish versions of the writing topic are available from NDE.
 - Responses must be in regular writing booklet
- Accommodations for Students with IEP or 504 Plans and English Language Learners must be reported in writing booklet.
- Alternate Assessment (1%) – Not provided by NDE; locally administered. Appropriate box must be filled in on writing booklet.
- See NDE website for the Approved Accommodations Document.

http://www.education.ne.gov/Assessment/documents/NeSA_Accommodations.pdf

General Guidelines

Accommodations for Grade 4 (cont'd)

C ALTERNATE ASSESSMENT

- ☐ Student was administered an alternate assessment in Writing.

D FOREIGN LANGUAGE

- ☐ Student responded in Spanish.
- ☐ Student responded in language other than English or Spanish.

E ACCOMMODATIONS

Student used one or more of the following Test Accommodations for Students with IEP or 504 Plan. *Mark all that apply.*

- ☐ Content Presentation
- ☐ Response
- ☐ Timing/Scheduling/Setting

Student used one or more of the following Test Accommodations for English Language Learners. *Mark all that apply.*

- ☐ Direct Linguistic Support with Test Directions
- ☐ Direct Linguistic Support with Content and Test Items
- ☐ Indirect Linguistic Support

General Guidelines

Accommodations for Grades 8 & 11

- Large Print and Spanish versions of the writing topic are available from NDE.
 - Responses must be in regular writing booklet
- Accommodations for Students with IEP or 504 Plans and English Language Learners must be reported online or in writing booklet.
- Alternate Assessment (1%) – Not provided by NDE; locally administered. Student must be flagged online in Student Editor.
- See NDE website for the Approved Accommodations Document.

NEW

http://www.education.ne.gov/Assessment/documents/NeSA_Accommodations.pdf

General Guidelines

Accommodations for Grades 8 & 11 (cont'd)

C **ALTERNATE ASSESSMENT**

☐ Student was administered an alternate assessment in Writing.

D **FOREIGN LANGUAGE**

☐ Student responded in Spanish.

☐ Student responded in language other than English or Spanish.

Alternate Assessment box will no longer be found on paper/pencil test. Must flag alternate status online in Student Editor.

E ACCOMMODATIONS	
Student used one or more of the following Test Accommodations for Students with IEP or 504 Plan. <i>Mark all that apply.</i>	Student used one or more of the following Test Accommodations for English Language Learners. <i>Mark all that apply.</i>
<input type="radio"/> Content Presentation <input type="radio"/> Response <input type="radio"/> Timing/Scheduling/Setting	<input type="radio"/> Direct Linguistic Support with Test Directions <input type="radio"/> Direct Linguistic Support with Content and Test Items <input type="radio"/> Indirect Linguistic Support

General Guidelines

Accommodations for Grades 8 & 11 (cont'd)

[Identification](#) | [Location](#) | [Demographics](#) | [Not Tested](#) | [Alternate Assessment](#) | [Accommodations - IEP/504 & Visual](#) | [Linguistic Support - ELL](#)

Now viewing records 1 - 10 of 23.

<< First | < Prev | Next > | Last >>

Edit?	Student ID	Last Name	First Name	Alternate Assessment
<input type="checkbox"/>	3456776543	Accommodations	Visual	<input type="checkbox"/>
<input type="checkbox"/>	2383883832	Assessments	Alternate	<input checked="" type="checkbox"/>
<input type="checkbox"/>	7236336327	Check	Indention	<input type="checkbox"/>
<input type="checkbox"/>	5352662535	Eleven	Grade	<input type="checkbox"/>
<input type="checkbox"/>	5612772165	Fields	All	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2393993932	Logins	Excessive	<input type="checkbox"/>
<input type="checkbox"/>	1234554321	mttester	thepallndrome	<input type="checkbox"/>
<input type="checkbox"/>	7890110987	Nebraska	Visual	<input type="checkbox"/>
<input type="checkbox"/>	9876556789	newstudent	afterdeploy	<input type="checkbox"/>
<input type="checkbox"/>	8238338328	Reactivations	Multiple	<input type="checkbox"/>

Save Changes | Modify Search Criteria | I Am Done Editing

[Identification](#) | [Location](#) | [Demographics](#) | [Not Tested](#) | [Alternate Assessment](#) | [Accommodations - IEP/504 & Visual](#) | [Linguistic Support - ELL](#)

Now viewing records 1 - 10 of 23.

<< First | < Prev | Next > | Last >>

Edit?	Student ID	Last Name	First Name	Content Presentation	Response	Timing/Scheduling/Setting	Visual Accommodations
<input type="checkbox"/>	3456776543	Accommodations	Visual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2383883832	Assessments	Alternate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	7236336327	Check	Indention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	5352662535	Eleven	Grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	5612772165	Fields	All	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2393993932	Logins	Excessive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	1234554321	mttester	thepallndrome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	7890110987	Nebraska	Visual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	9876556789	newstudent	afterdeploy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	8238338328	Reactivations	Multiple	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Changes | Modify Search Criteria | I Am Done Editing

General Guidelines

Reporting Students Not Tested

- The reason a student was not tested in NeSA-Writing must be reported.

Paper/Pencil (grade 4)

B	STUDENT NOT TESTED DUE TO
<input type="radio"/>	Emergency Medical Waiver (EMW)
<input type="radio"/>	No Longer Enrolled (NLE)
<input type="radio"/>	Parent Refusal (PAR)
<input type="radio"/>	Student Absent for the Entire Testing Window (SAE)

Online (grades 8 & 11)

Not Tested
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
EMW - Emergency Medical Waiver
EMW - Emergency Medical Waiver
NLE - No Longer Enrolled
PAR - Parent Refusal
SAE - Student Absent for the Entire Testing Window

General Guidelines

Preparing Students for Testing

- Inform students of the scheduled test in advance.
- Explain to students why they are being given the test and how the results will be used.
- Students should realize that doing their best is important.
- Complete the online NeSA-Writing Practice Test (grades 8 & 11).

General Guidelines

Preparing Testing Locations

- Plan ahead – check schedules
- Organize test materials or computers needed
- Lighting, seating, temperature, noise
- Remove visual aids/clues
- Post “Testing in Progress” Sign
- Provide blank scratch paper
- Provide No. 2 pencils (paper/pencil test)

General Guidelines

Test Security for Test Administrators

- Test Security Agreements: One per principal and District Assessment Contact.
 - Must be signed and faxed to NDE by January 23.
 - *Standards, Assessment and Accountability Updates*
- Test not to be viewed by anyone prior to administration.
- No coaching or feedback of any kind with regard to test content.
- Prohibit talking or sharing of responses.

General Guidelines

Test Security for Test Administrators (cont'd)

- Move around testing site and be aware that students are following instructions.
- Never leave students alone while testing.
- Test Session Tickets may not be reproduced (grades 8 and 11 online tests).
- See administration manuals for comprehensive test security information.

General Guidelines

Test Security for Students

- NO Electronic Devices: cell phone, beeper, pager, PDA, stop-watch, MP3 player, etc.
- Recommend one assistant/proctor per 12 students, in addition to Test Administrator.
- Students cannot take test materials out of the testing site.

2012 NeSA-Writing Paper/Pencil Procedures

- Materials Delivered to District Assessment Contacts via UPS by **January 4**
- Inventory Materials
- Districts Distribute Materials to School Test Coordinators by **January 6**
- Train Test Administrators and Prepare for Testing by **January 11**

Inventory Materials

Paper/Pencil Procedures

- Notify DRC of any missing boxes.
- Materials for schools boxed separately and labeled.
- Open immediately to inventory at district or distribute intact to schools for inventory.
- Retain original shipping boxes (district and school).



Test Materials

Paper/Pencil Procedures

District – Administrative Materials

- *2012 NeSA-Writing Manuals for Test Coordinators and Administrators*
- Copies of School Packing Lists
- School Box Range Sheet
- DRC Return Shipment Labels
- UPS Return Shipment (RS) Labels



Test Materials

Paper/Pencil Procedures

School – Administrative Materials

- *2012 NeSA-Writing Manuals for Test Coordinators and Administrators*
- Barcode Labels
- School Packing List
- Security Checklist

School – Secure Materials

- Writing Booklets

Writing Booklets

Paper/Pencil Procedures

- Shrink-wrapped packs with range sheets (grade 4).
- Store securely.
- Record distribution on Security Checklist.
- Do not distribute to Test Administrators until day of test, unless to affix PreID Labels.
- Return to secure storage ASAP after each day of testing.
- All entries on a writing booklet must be made with a No. 2 pencil.
- Writing booklets that are disassembled cannot be scored.

Barcode Labels

Paper/Pencil Procedures

PreID Labels – plain white

NEW

- Only for Grade 4 students.
- Student data from NSSRS.
- Eliminate the need to hand-bubble student demographics.
- All embedded PreID info will override anything hand-bubbled.

District/School Labels – orange stripe

- For students without PreID labels.
- Use label and hand-bubble demographic info.

Barcode Labels (cont'd)

Paper/Pencil Procedures

Do Not Score Labels – blue stripe

- Contain barcodes that indicate the sheets should NOT be scored.

Blank Barcode – preprinted

- Unused writing booklets have a barcode in place that will indicate they have not been used.

Barcode Labels (cont'd)

Paper/Pencil Procedures

- School personnel should check the label to make sure it is correct and affix the labels to writing booklets.
- Do not attempt to remove any incorrect label – instead cover with the appropriate label.
- Do not write on labels.
- Destroy any labels containing inaccurate information.
- If a PreID Label cannot be used, use a District/School Label and hand-bubble demographics.

Materials Return

Paper/Pencil Procedures



School Test Coordinator

- Use original boxes.
- Materials do not need to be grouped by class or grade.
- Return ALL writing booklets.
- **Do not disassemble writing booklets – they will not be scored.**
- Destroy scratch paper and manuals in a secure manner at the school.
- Check:
 - All used writing booklets have labels.
 - No scratch paper is left in writing booklets.

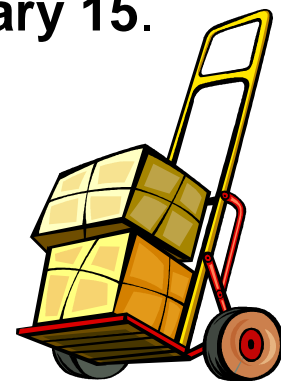
Materials Return

Paper/Pencil Procedures

District Assessment Contact

- Condense school boxes when possible.
- Seal boxes.
- DRC Return Label on Flap A of each box.
- UPS-RS Label on Flap B of each box; record UPS tracking number.
- Schedule pickup for no later than **February 15**.

Full instructions can be found on page 15 of the Test Administration Manual.



Online Management Tools

The screenshot shows a Windows Internet Explorer browser window displaying the DRC eDIRECT web portal. The browser's address bar shows the URL <https://ne.drccedirect.com/default.aspx>. The page features the DRC Corporation logo and the tagline "A Partner For Excellence" at the top. A navigation menu on the left lists various tools: General Information, Manage Users, Enrollments, Online Testing, Software Downloads (highlighted in yellow), Reports, and Student Lookup. The main content area welcomes the user, John Born, and provides instructions on how to use the portal, including links to the User's Manual and a Security Report.

DATA RECOGNITION
DRC
CORPORATION

A Partner For Excellence

eDIRECT
Online Data Portal

Welcome John Born!
Home | Log Off

Navigation Menu:

- General Information
- Manage Users
- Enrollments
- Online Testing
- Software Downloads**
- Reports
- Student Lookup

Welcome to eDIRECT

Congratulations, you have successfully logged on.

Several helpful links are just a click away. Please take time to familiarize yourself with the Navigation Menu on the left. It provides access to online testing tools, **Enrollment Verification**, and **Report Delivery** among other useful tools.

If this is your first time logging on to eDirect, your first step is to go into **My Account** under the **Manage Users** heading and update your demographic information.

If you are having difficulty navigating through the site, a link to a **User's Manual** can be found in **Documents** under the **General Information** heading.

DRC will communicate program updates, and new content will be posted to this site!

Management Tools are accessed through DRC's eDIRECT web portal <https://ne.drccedirect.com>.

Online Management Tools (cont'd)

- Management Tools available January 4.
- District Assessment Contact access to Management Tools will be activated in eDIRECT on January 4.
- District Assessment Contacts can add Management Tool permissions to existing or new District, School, and/or Test Administrator users in eDIRECT according to district policies.

Online Management Tools (cont'd)

- **Data Tools**
 - Student Editor (page 15 in manual)
 - Add a Student (page 28 in manual)
- **Manage Testing**
 - Print Tickets (page 30 in manual)
 - Monitor Status (page 33 in manual)
 - Reactivate Tickets (same day)
 - Student Status Spreadsheet
 - View Results (page 36 in manual)
 - Audit Spreadsheet (page 35 in manual)

Online Management Tools (cont'd)

- Indent Tool is available.
- Students will receive a warning when they reach 4,000 characters.
- Spell Check is not activated.
- The dictionary has been updated.



NEW

Online Practice Test





Grades 8 & 11

CAL

Version 6.7

NEBRASKA
DEPARTMENT OF EDUCATION

NEBRASKA STATE ACCOUNTABILITY

-  Tutorials
-  Practice Test
-  Check4Learning
-  NeSA Test

Click on Practice Test.

EXIT

Online Practice Test (cont'd)

Grades 8 & 11

CAL

Practice Using the Software

If you are not taking a Practice Test, use the 'Back to Menu' button to return, and make another choice.

To login please enter the following information:
Please enter your first and last name in the "Your Name" entry box:

Your Name:

Your Password: practice

Your Session ID: 10

Use the password **zoom** to access the Visual Accommodations tools.

Enter Password now:

Your Name

Your Password

Your Session ID

**Test Session Tickets are NOT needed
to take the Practice Test.**

Online Practice Test (cont'd)

Grades 8 & 11

Practice Test
Pause Test ? Settings

Directions
Writing Checklist
Draft
Review/End

Rubric Self-Assessment Tool

Grade 11 - Persuasive Essay NeSA-Writing

	Yes	Somewhat	Not Ready	
Ideas/Content 35%				My opinion is clear and focused. My opinion is well supported with many good examples or reasons.
Organization 25%				My paper has a well-organized introduction, body, and conclusion that connect the ideas together.
Voice/Word Choice 20%				My paper uses language that convinces others of my point of view and shows how strongly I feel about this position.
Sentence Fluency/Conventions 20%				My paper is written very well with quality sentence structure, grammar, and punctuation.

← BACK
NEXT →

Online Practice Test (cont'd)

Grades 8 & 11

Practice Test

Pause Test ? Settings

Directions Writing Checklist **Draft** Review/End

Hide

Writing Topic

- ◆ Assume that the Nebraska Legislature is considering a bill that would prohibit high school students from working at after-school jobs during the school year.
- ◆ Determine your position on this proposal.
- ◆ Write a persuasive essay supporting your position and provide specific examples to support it.

BACK NEXT

Online Practice Test (cont'd)

Grades 8 & 11

Practice Test Pause Test ? Settings

Directions Writing Checklist Draft Review/End

Your response is in read-only format to the right. If you need to look back at the prompt for this assessment, click on the Draft button.

You should click back on the "Writing Checklist" button at the top left of the screen and review the Rubric Self-Assessment Tool that appears when you click on the "Writing Checklist" button.

This is the last opportunity to make changes to your writing.

If you want to make changes, click the "Make Changes" button at the bottom right of the screen. If no changes are necessary, click the "Submit & Exit" button at the bottom right of the screen.

Final Copy

This is a sample response.

End Assessment

You have responded to the writing prompt.
What would you like to do?

☐ I want to end the test now.

End Return to Final Copy

Make Changes Submit & Exit

Online Procedures

Grades 8 & 11

Test Preparation Tasks

- View/edit student data (page 15 in manual)
 - Review accommodations
 - Review alternate assessment status
- Add new students
- Print Test Session Tickets

Online Procedures

Print Test Session Tickets – Grades 8 & 11

- Tickets available Wednesday, January 4.
- Tickets are secure test materials.
- Recommend printing tickets one week prior to testing.

Online Procedures

Print Test Session Tickets – Grades 8 & 11 (cont'd)

- Print 12 per page
- Ticket packet includes: Instructions, Summary Page, Tickets
- Make sure students' computers comply with extra system requirements for Visual Accommodations tools.

2012 NeSA-Writing Test Session Ticket Grade 11

School: Nebraska High
Student Name: newstudent, afterdeploy
Student ID: 9876556789
Username: anewstudent
Password: for4124
Session ID: 120449

2012 NeSA-Writing Test Session Ticket Grade 11 + Visual Accommodations

School: Nebraska High
Student Name: Nebraska, Visual
Student ID: 7890110987
Username: vnebraska
Password: arm8764
Session ID: 120449

Online Procedures

Grades 8 & 11

Test Administration Tasks

- Monitor Status (page 15 in manual)
- View/Print Student Status Spreadsheet
- Reactivate Test Session Tickets
- Review Audit Spreadsheet (page 35 in manual)
- View Results (page 36 in manual)

Online Procedures

Reactivation – Grades 8 & 11

- Tests are not timed and students will never be forced out of a test.
- Test Session Tickets are only active for 90 minutes after a student logs into the test.
- Inactivity of 90 minutes during testing will cause the system to log student out of test.
- Pause functionality (15 minutes)
- Internet connectivity issues and unexpected interruptions can happen (fire drill, emergency, computer freezes up, power outage, etc.)

Online Procedures

Reactivation – Grades 8 & 11 (cont'd)

- Reactivation of ticket will be required if it has been more than 90 minutes since login.
- Rules:
 - Approval by School Test Coordinator
 - Same day only
 - Expires at the end of the day if not used
- Procedures and exceptions: DAC email NDE at nde.stateassessment@nebraska.gov.

Online Procedures

Grades 8 & 11

Post-Test Tasks

- Check Audit Spreadsheet to confirm 100% participation
- Confirm Not Tested Codes are marked.
- View Results – Districts and schools can save, view, and print typed responses for students who take the test online.
- Securely destroy Test Session Tickets, scratch paper and manuals at the school.

Reporting Grade 4, 8 & 11

- April 9-10, 2012
2012 NeSA-Writing Reporting WebEx
- April 24, 2012
Standard Setting Process – Grades 8 and 11
- May 8, 2012
State Board Approves Cut Scores – Grades 8 and 11
- After May 8, 2012
2012 NeSA-W Reports Posted in eDIRECT

Reporting (cont'd)

Grade 4, 8 & 11

- Grade 4 = Holistic scoring
- Grades 8 & 11 = Analytic scoring

NeSA-Writing Reports

Grade 4, 8 & 11

Online via eDIRECT

- Student Data File
- Writing Summary (State, District, School)
- District Report of School Performance
- School Student Roster

Questions/Answers

